

**TEXAS DEPARTMENT OF STATE HEALTH SERVICES
MEAT SAFETY ASSURANCE
AUSTIN, TX**

<h1 style="margin: 0;">MSA NOTICE</h1>	17-01	1/01/17
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INSPECTION FILES

I. GENERAL

Over the past several years MSA inspectors have been expected to maintain inspection files in each establishment. This was traditionally done by keeping hard copies of pertinent documents in a physical file in the inspector's office at the establishment. However, we now have the ability to store these files digitally. Therefore, MSA will transition to a digital method of storing information traditionally kept in hard copy form in the inspection files for each establishment.

II. PURPOSE

This directive sets out MSA specific procedures regarding storage of pertinent plant information in both physical inspection files in the Public Health Information System (PHIS).

III. BACKGROUND

- a. MSA operations have become more computer based and less paper based over time. It is now possible to store all necessary documents within the PHIS system instead of in paper based files at an establishment.
- b. On occasion MSA needs to access records for various reasons, including but not limited to open records requests. Obtaining all records is much more efficient if all records are stored in a computer system accessible by the MSA central office.

IV. DURABLE DOCUMENTS RELATING TO ESTABLISHMENTS

- a. Inspectors are to digitize durable documents relating to establishments that have been previously kept in inspection files at the establishment. This should be accomplished by creating an agenda for and MOI in PHIS, attaching a scanned copy of the document in pdf form, and then going over the MOI with the establishment at the next weekly meeting.
- b. The following documents should be digitized according to the directions set forth in (a) above:
 - i. Grant Application
 - ii. Grant
 - iii. Plot Plan
 - iv. Water potability documentation
 - v. Sewer/Septic certification documentation
- c. Inspectors are to review the documents listed in (b) above on an annual basis and confirm or update them as necessary in an MOI conducted during a weekly meeting with the establishment.

V. NONCOMPLIANCE REPORTS (NRs)

- a. Paper copies of all new and/or open NRs may be kept by inspectors until they can be documented in weekly meeting MOI.
- b. At each weekly meeting inspectors are to discuss with the establishment all NRs for the week as well as any previous NRs that remain open. In addition, inspectors are to document any establishment response to each NR. Each open NR should be discussed at every weekly meeting until a satisfactory response is received and the NR is closed.
- c. Once a satisfactory establishment response has been received, the NR has been closed, and all pertinent information has been documented in an MOI, the inspector may dispose of the paper copy of the NR.

VI. WORKING PAPERS

- A. Working papers are not official inspection documents and are not subject to open records.
- B. Inspection staff is authorized to keep necessary reference material or other forms of working papers to facilitate their day to day work. However, working papers should be evaluated and purged of unnecessary documents on at least a quarterly basis.
- C. It may be necessary for inspection staff to keep a folder with examples of the establishment's approved product labels on hand as a reference. However, the official repository for approved product labels will be in the Central Office. All copies of labels kept by inspectors in establishments will be considered working papers rather than official documents.
- D. It may be necessary for inspection staff to keep other reference materials to include sample trackers, disposition records, or other documents for extended periods of time. Since these documents contain the same information as official documents held in the central office or in PHIS, they are also treated as working papers rather than official documents and should be discarded when no longer useful.
- E. Any working papers that contain confidential information must be destroyed prior to discard.

VII. QUESTIONS

Refer questions through supervisory channels.



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